

Last review: September 2020
Review date: September 2021
Signed By:
Approval Committee: Governing Body



GILLINGHAM SCHOOL
Hardings Lane, Gillingham
Dorset SP8 4QP

**REGISTER OF BUSINESS AND
PECUNIARY INTERESTS
POLICY**

Introduction

It is important for all people involved in spending public money to demonstrate that they do not benefit personally from the decisions they make.

Ofsted and the Audit Commission have recommend that governing bodies establish a register of pecuniary and business interests, which should be open for inspection, and in which governors and senior school staff (Heads and Deputies) should record, among other things, any links they may have with local firms from which the school may wish to purchase goods and services.

Who should declare an interest

The Headteacher, Deputy Head and all governors should declare any interest.

Additionally, if any member of staff who is responsible for proposing a course of action in relation to spending the school's designated budget, or who is responsible for ordering goods and services on behalf of the school has links with local firms, organisations or clubs that the school may wish to purchase from, or provide services to, then these links should be disclosed to the Headteacher.

If governors or staff members have a relative whom they know to have a declarable interest, the governor or staff member is treated as having an interest which must be declared.

What information should be declared

This is the information which should be declared by all members of the governing body and relevant staff members

Employment Everyone in paid employment (including self-employed) should provide details of the name of employer, the type of business and the job they do. If the Head or Deputy Head receives remuneration from any other interests, these should also be declared.

Contracts It may be that a contract could be made or proposed between the school and a member of school staff or a governor, or a company or other body in which a governor or staff member has an interest (including as a shareholder). In this case, the governor or employee must provide full details of the contract, including its duration, the goods or services to be provided or the works to be executed. Similarly, if there is to be a contract between the school and a club, society or organisation of which a staff member or governor is a member, this link must also be declared.

Securities Governors and staff should provide details of any company in which they hold securities (stocks and shares).

Declaring an interest

Anyone attending a governing body meeting who has a pecuniary or business interest in an item under discussion must orally declare the interest at the meeting and must then leave the meeting room while the matter is being discussed.

A governor who is to be the subject of any discussion at a governors' meeting should also leave the room. This would include the governor's appointment to a post at the school and, for existing staff members, consideration of that person's

- Transfer from one post to another
- Promotion
- Retirement
- Suspension
- Dismissal

Or if the governing body's decisions may lead to a staff vacancy being created for which that governor could apply.

Any governor with previously expressed views or direct involvement in a staff or pupil disciplinary, grievance or admissions matter must leave the room when the subject is discussed.

Register of pecuniary interests

There is an interest declaration form (copy attached) to be completed annually by all governors and the Head and Deputy Head. It is the responsibility of the individual governor and staff member to ensure the information is accurate and up to date.

The information is kept secure and is available to the governing body, the Headteacher, the Clerk to the Governors, representatives of the LEA and anyone who has a right to see it under the Education Acts as part of the inspection of the school. The information is otherwise confidential and may be used by those with access to it only in carrying out their statutory duties.

REGISTER OF BUSINESS INTERESTS

Name of school:

Your name:

Your address:

Job title and nature of duties:

Name and address of employer (please state if self-employed):

Date of appointment as governor/Headteacher/Deputy Head:

Pecuniary/business interests

Please see the school's Register of Business and Pecuniary Interests policy for information about what should be declared

Yourself:

Your immediate family:

Name:

Interests:

Please continue overleaf or on a separate form if you need more space

Signed:

Date: